

Council Meeting Comparisons of Local Cities

ATTACHMENT A

	<u>City of Cupertino</u>	<u>City of Gilroy</u>	<u>City of Milpitas</u>	<u>City of Morgan Hill</u>	<u>City of Palo Alto</u>	<u>City of Santa Clara</u>	<u>City of Mountain View</u>	<u>City of Menlo Park</u>
Question								
City Council meeting start time?	6:45 P.M.	7:00 P.M.	7:00 P.M.	7:00 P.M.	7:00 P.M.	7:00:00 P.M.	6:30 P.M.	7:00:00 P.M.
Does your City impose a City Council meeting end time or curfew?	No	No	11:00 P.M.	11:00 P.M.	No	No	10 :00 P.M.	No
If there is not an end time or curfew, then what are your City's procedures for handling meetings after 11:00 p.m.?	Continue with the meeting. Sometimes items will be continued to the next Council meeting. Meetings have lasted until 1:00 A.M.	Continue until meeting is done. Meetings have lasted until 2:00 or 3:00 A.M.	Council may continue after 11:00 P.M. by a majority vote to set aside the policy.	Majority would need to agree to extend the meeting beyond 11:00 P.M.	If it appears the meeting is going beyond 11:00 P.M.; the Mayor will take a vote to move an item to another meeting.	Meetings seldom go beyond 11:00 P.M. Allowance for any presentation by the public is three (3) minutes (exception: for public hearings on planning items-the applicant/appealing party has ten (10) minutes)	If the meeting is not done by 11:00 P.M., Council takes a vote to continue the meeting past curfew to address remaining agenda items. This has to pass by a majority.	Continue meeting without interruption
After Council opens the table to discuss an item, does Council finish discussion of an item regardless of an approaching time curfew?	Yes	N/A	Usually finish; however, Council will take a vote, depending on the estimated length of the item.	Yes	Not always	N/A	When Council begins an items, it is completed regardless of time.	Yes
Will Council finish discussion of an agenda item beyond the designated curfew?	No curfew	No curfew	Yes	Yes	<no answer given>	N/A	Yes	Yes

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<u>Question</u>								
Will new agenda items be continued to the next Council meeting if time is approaching curfew? Or will new agenda items be opened for discussion?	May continue items to the next meeting if the item is not time sensitive.	N/A	Both; if there are pressing matters, they will be discussed.	New items will be discussed; on very rare occasions an item will be continued to the next meeting due to the lateness in the hour.	<no answer given>	N/A	If Council feels an item is going to require more time than is available, Council will take a vote to continue past curfew before addressing that item.	Continued
Frequency of Council meetings?	Every other week (Tuesdays)	Every other week (Mondays)	Every other week (Tuesdays)	2 Council meetings and 1 Redevelopment Agency meeting; total of 3 meetings per month. (Wednesdays)	(weekly) First three Mondays of the month; if necessary, will also have a meeting on the fourth Monday.	Every other week (Tuesdays)	2nd and 4th Tuesday of every month	Every Tuesday
Study session start time?	Anywhere from 3:00 - 6:00 P.M.	5:30 or 6:00 P.M.	Do not generally have study sessions	5:00 P.M. or 5:30 P.M.	6:00 P.M.	5:30 P.M.	6:30 P.M. on alternate Tuesdays and if needed, 5:30 P.M. on regular Tuesday meetings	6:00 P.M.
Study session end time?	About two hours	About two hours	N/A	7:00 P.M.	7:00 P.M.	6:30 to 6:45 P.M. (usually held prior to a Council meeting)	Not specified	7:00 P.M.

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Frequency of Study sessions?	On an as-needed basis	Every other week prior to Council meetings	N/A	As needed (approximately six (6) times a year)	Sometimes three (3) a month	Every other month	1st or 3rd alternate Tuesdays (If needed before regular Tuesday meetings)	Average ten (10) per year
Closed session start time?	Following regular Council meetings	5:30 or 6:00 P.M. or following the regular meeting	6:00 P.M.	6:00 P.M.	Special closed sessions are scheduled prior to a regular council meeting. Any closed session can be scheduled during or after regular council meetings.	5:30 P.M.	6:30 P.M. on alternate Tuesdays and if needed, 5:30 P.M. on regular Tuesday meetings	Varies
Closed session end time?	Until finished - from 10-45 minutes	7:00 P.M. or indefinitely if after a Council meeting	7:00 P.M.	7:00 P.M.	<no answer given>	6:30 P.M.	Not specified	Prior to regular Council meetings
Frequency of Closed sessions?	On an as-needed basis	On an as-needed basis	Every other week	Every regular meeting (3 times a month)	Sometimes three (3) a month	Monthly (Tuesdays)	1st or 3rd alternate Tuesdays (If needed before regular Tuesday meetings)	Average fifteen (15) per year
Total length of time allocated for Public Announcements?	Called "Oral Communications" - no time limit.	No time limit	No time limit	No time limit	No Public Announcement category on the agenda	No time limit	No separate category on the agenda	No separate category on the agenda
Length of time allocated for Public Announcements per speaker?	Speakers are limited to three (3) minutes.	three (3) minutes	two (2) minutes	three (3) minutes	N/A	three (3) minutes	N/A	N/A

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Total length of time allocated for Public Hearing /General Business Items?	No time limit	No time limit	No time limit	No time limit	No time limit	No time limit	No time limit	No time limit
Length of time allocated for Public Hearing /General Business Items per speaker?	three (3) minutes (Applicant has as long as they wish)	five (5) minutes for proponent/applicant and three (3) minutes for the rest of the public	two (2) minutes (applicants may speak longer)	three (3) minutes (applicants are given 10 minutes, if needed)	Five (5) minutes for public and ten (10) minutes for applicants/appellants for opening presentation and three (3) minutes for rebuttal	Three (3) minutes (if more than ten (10) persons per subject, limit is changed to two (2) minutes per speaker	Three (3) minutes (a speaker who represents five or more persons of the public may have ten (10) minutes to address the Council, if the Mayor determines that such extension will reduce the total number of speakers)	Three (3) minutes
Total length of time allocated for Citizens to be Heard/Public Comments?	No separate category on the agenda	No time limit	No time limit	No time limit	Maybe be limited to a total of thirty (30) minutes for all speakers	No separate category called Public Comments, public input is taken on every item.	Called "Oral Communications from the Public on Nonagendized Items" on agenda - no time limit	Two (2) separate categories - Public Comment #1 (Limited to 30 minutes)- before the Consent Calendar; Public Comment #2 (Limited to 30 minutes) - last category before adjournment
Length of time allocated for Citizens to be Heard/Public Comments per speaker?	N/A	three (3) minutes	two (2) minutes	three (3) minutes	three (3) minutes	N/A	three (3) minutes	three (3) minutes